

Job Title: Athletic Ticket Office Student Assistant- Office and Events

Position Description:

This position is a part-time office and game day position that assists ticket operations staff with one of the following areas: customer service, season ticket renewals, ticket sales, will call, player guests and other ticketing needs throughout the year. The primary responsibility of the employee is to provide exceptional customer service and assist with operations of all our ticketed sports throughout the year in person and over the phone.

Major/Essential Functions:

The Texas Tech Athletic Ticket Office seeks qualified applicants to serve as Ticket Office Student Assistants and be the face and front line of Texas Tech Athletics, assisting Red Raider fans and donors. Individuals will be tasked with the sales, distribution, and service of tickets to fans and donors in the office and at events that are ticketed by the Texas Tech Athletic Ticket Office. This position may also work to distribute player guest tickets and other pass lists. Ticket Office Student Assistants gain experience working in intercollegiate athletics with the opportunity to develop their customer service and sales skills. Ticket Office Student Assistants will receive hands on experience in office and game day operations and learn more about Texas Tech Athletics.

Qualifications

- Customer service knowledge
- Cash Handling Experience
- Ability to work ticketed Texas Tech athletic events, including all home football games (required)
- Ability to work in a fast-paced environment
- Night and Weekend Availability
- High Attention to Detail
- Ability to work in a team setting
- Possess strong verbal and written communication skills
- Reliable worker
- Ability to take direction and work independently as needed
- Basic knowledge of TTU Athletics
- Adherence to all applicable NCAA, Big 12 Conference and Texas Tech University rules and regulations

Required Qualifications: Applicants must be currently enrolled as a student at TTU with a minimum of six (6) credit hours as an Undergraduate or three (3) credits as a graduate student during Fall and Spring semesters

Required Attachments: Cover Letter, Resume/CV- email to RedRaiderTickets@ttu.edu

Job Type: Part Time

Minimum Hire Rate: 8.00

Travel Required: None

Shift: Maximum 20 hours weekly, with availability to work night, and weekends